

HOT JOBS

SAINT LOUIS



Version Date: 06/26/2015

Position Title: OJT Front Desk/Sales Associate

Job Order # 11239586

Job Description: To support the Massage Envy team by exceeding members' and guests' expectations and achieving individual, team and clinic goals. Ensure that each guest and member receives excellent customer...

Requirements: Understand and believe in the benefits of skincare and massage therapy. Value the importance of customer service and be able to communicate effectively with guests and members, clinic staff...

Position Title: OJT Assistant Business Manager

Job Order # 11239663

Job Description: Assists Business Manager in principle duties. Oversees Massage Envy management duties; Achieve 25% of higher clinic membership closing; Maintains an impeccable and clean clinic; Balance sales detail...

Requirements: College education preferred. Management, sales and/or marketing helpful. Sales experience in service/retail industry. Able to communicate up-line information to Clinic Administrator; motivator...

Position Title: OJT Licensed Massage Therapist

Job Order # 11239934

Job Description: Perform professional quality massage, within scope of practice and licensing (as applicable). Assists in the cleanliness of the clinic (therapy rooms and common areas). Must follow draping protocols....

Requirements: Must have completed a minimum of 500 hours hands-on clinic hours as well as required classroom work. Participates in continuing education to improve effectiveness (preferred). Satisfactory results...

Position Title: OJT - Area Educator

Job Order # 11181693

Job Description: Designing, implementing and evaluating innovative and educational programs to address the needs of youth, adults and families in designated areas of St. Louis City and County. The Area Educator will...

Requirements: Bachelor's Degree in Human Development, Education, Psychology, Human Service or closely related field. Must possess the ability to make effective use of the social media and computer/electronic tech..

HOW TO APPLY: Log onto **jobs.mo.gov** and enter the Job Order Number in the 'search' box to learn more about these positions, as well as thousands of additional openings throughout Missouri, all at NO COST. If you meet the requirements for the job, apply by following the directions listed.

For further help, see any SLATE American Job Center representative.

SLATE is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Service at 711.

HOT JOBS

SAINT LOUIS



Version Date: 06/26/2015

Position Title: Sales Rep – Large Grocery/Mass Merchant

Job Order # 11289889

Job Description: Position fills-in as the primary store-level sales person to large accounts like supermarkets and is responsible for providing service to growing business in assigned accounts. Rotate & stock

Requirements: High school diploma/GED, one year experience stocking and route sales; Class E Chauffeurs License; ability to lift 20 to 50lbs

Position Title: Airport Deputy Director of Operations

Job Order # 11282721

Job Description: Executive level position responsible for the certification of Lambert St. Louis International Airport as mandated by Federal Aviation Regulation Part 139. Position requires extensive working knowledge.....

Requirements: Bachelor's degree in Business/Public Administration, Aviation Management or closely related field; 7 Years of recent full-time paid progressively responsible airport operations management experience...

Position Title: Event Staff, temp

Job Order # 11236512

Job Description: This post is for several positions within the same event. Duties will range from cashier to crowd management, to information distribution and other miscellaneous tasks.

Requirements: ALL STAFF MUST SPEAK ENGLISH AND SPANISH in order to qualify.

Position Title: PT, Pickers/Packers/Receiving Associates

Job Order # 11267262

Job Description: Primarily works with State Parks, City Parks, and City Recreation Centers. Provides training and Technical assistance on procedures, rules and regulations pertaining to Summer Jobs.

Requirements: High School Diploma or equivalent, 5-7 years of relevant or relatable FT work experience and must Have reliable transportation. You will use your car 3 days a week; stable work history.....

HOW TO APPLY: Log onto **jobs.mo.gov** and enter the Job Order Number in the 'search' box to learn more about these positions, as well as thousands of additional openings throughout Missouri, all at NO COST. If you meet the requirements for the job, apply by following the directions listed.

For further help, see any SLATE American Job Center representative.

SLATE is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Service at 711.

HOT JOBS

SAINT LOUIS



Version Date: 06/26/2015

Position Title: Security Officer

Job Order # 11285020

Job Description: Implements the policies and procedures required for Center Security in a humanistic and professional manner. Secured from harm, theft or misuse the grounds, property, students and personnel of....

Requirements: High School Diploma/GED equivalent and one year experience in military/industrial security or fire...

Position Title: Career Counselor

Job Order # 11278804

Job Description: Identifies and meets both the personal and career counseling needs of all students on assigned caseload through individual counseling. Assist students in obtaining the appropriate support and

Requirements: Bachelor's Degree in Counseling, Education, Guidance, Human Development, Psychology OR

Position Title: Mgr of Safety/Security & Fire Preventions

Job Order # 11281068

Job Description: Directs organization's safety, security and fire prevention programs to protect employees and the company against harm and maintain safe working conditions. Formulates and suggest work...

Requirements: Bachelor/Associate's Degree in Corrections Criminal Justice, Fire Science, Law Enforcement, Occupational Safety & Health, Police Science and three years of experience in safety, security and

Position Title: Academic Instructor

Job Order # 11284887

Job Description: In a classroom setting, providing instruction in skills necessary to master academic competencies. Provides engaging instruction, administers tests and evaluates progress in reading, writing....

Requirements: Bachelor's Degree and current teaching license is required, preferably at the secondary level. Concentration in Secondary or Adult Education is preferred; advanced degree is highly desirable...

HOW TO APPLY: Log onto **jobs.mo.gov** and enter the Job Order Number in the 'search' box to learn more about these positions, as well as thousands of additional openings throughout Missouri, all at NO COST. If you meet the requirements for the job, apply by following the directions listed.

For further help, see any SLATE American Job Center representative.

SLATE is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Service at

HOT JOBS

SAINT LOUIS



Version Date: 06/26/2015

Position Title: Residential Advisor

Job Order # 11252041

Job Description: Provide guidance, direction and supervision to students in assigned dormitory in accordance with PRH Chapter 3: 3.6 Residential living. Assist students in achievement of academic, career technical.....

Requirements: High School Diploma/equivalent required. Education above the high school level with experience working with youth in a residential setting preferred. Valid Driver's License required.

Position Title: Personal Counselor

Job Order # 11252084

Job Description: Identifies and meets the personal counseling needs of all students on assigned caseload through individual counseling and group counseling sessions in accordance with PRH Chapter 2; 2.4.....

Requirements: Bachelor Degree in Counseling, Education, Guidance, Human Development, Psychology, Social Work or Vocational Rehabilitation with 15 semester hours of undergraduate or graduate coursework....

Position Title: Operations Supervisor

Job Order # 11289659

Job Description: Is responsible for supervising unionized employees in the loading and unloading of freight. Previous experience in motor carrier supervision, along with city inbound and outbound operations

Requirements: Willing to work nights and weekend. Starting salary will be commensurate with experience.

Position Title: City Driver – Combined Dock Pick-Up/Delivery

Job Order # 11289669

Job Description: The pickup and delivery of cargo trailers, the pickup and delivery of cargo to and from various Destinations usually within proximity of the consolidation/distribution center, and the loading and...

Requirements: Class-A CDL with doubles/triples, tanker and hazardous materials endorsements; a good stable work Record. 1 year of verifiable tractor/trailer experience; safe driving record

HOW TO APPLY: Log onto **jobs.mo.gov** and enter the Job Order Number in the 'search' box to learn more about these positions, as well as thousands of additional openings throughout Missouri, all at NO COST. If you meet the requirements for the job, apply by following the directions listed.

For further help, see any SLATE American Job Center representative.

SLATE is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Service at 711.

HOT JOBS

SAINT LOUIS



Version Date: 06/26/2015

Position Title: Laborer

Job Order # 11278354

Job Description: Company in South City needs 3 workers for 6-8 week assignment. Great for students 18+. Candidates will work on cleaning and painting the plant and also removing inventory.

Requirements: Forklift and painting experience is a plus. Day shift 8am-4pm; assignment will start next week.

Position Title: Trades Helper

Job Order # 11236434

Job Description: This semi-skilled work assisting journeyman trade workers in the performance of their duties. These Positions require the operation of automotive equipment.

Requirements: Two years of recent full-time paid experience performing work assisting journeyman electricians, machinists, plumbers, carpenters or a related skilled trade; OR successful completion of a recognized

Position Title: Sterile Product Manufacturing Tech

Job Order # 11236348

Job Description: Knowledgeable of and be able to operate all equipment in Clean and Prep safely and in accordance with cGMPs, and SOPs. Must be able to understand, follow and operate applicable SOPs and batch

Requirements: Ability to read and comprehend simple instructions, correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations

Position Title: Forestry Foreman

Job Order # 11282730

Job Description: Supervise crews engage in the care and maintenance of City trees involving planting, trimming, removing, stump grinding and related maintenance functions. Incumbents in this class may be....

Requirements: 2 years of full-time paid experience in supervising and/or participating in the professional care and Maintenance of trees involving planting, trimming, removing and caring for trees OR Associate's.....

HOW TO APPLY: Log onto **jobs.mo.gov** and enter the Job Order Number in the 'search' box to learn more about these positions, as well as thousands of additional openings throughout Missouri, all at NO COST. If you meet the requirements for the job, apply by following the directions listed.

For further help, see any SLATE American Job Center representative.

HOT JOBS

SAINT LOUIS



Version Date: 06/26/2015

Position Title: Ikea – In-Store Receiving Coworker, PT only

Job Order # 11289641

Job Description: Unload, accurately monitor and document goods receiving; report discrepancies according to routines And guidelines; separate and distribute goods according to destination including overstock locations

Requirements: Successfully completed all material handling equipment certifications training; High School/equivalent, Minimum of 12 months previous related experience, ability to work with goods flow equipment.....

Position Title: Ikea – Full Serve/Self-Serve Coworker, PT Only

Job Order # 11289631

Job Description: Pick and load customer orders in full serve with proper loading methods to avoid damages and secure customer satisfaction. Follow proper procedures for handling customer returns back to stock...

Requirements: Ability to work with utility knives and related tools; ability to work with goods flow equipment; computer aptitude; previous high volume warehouse or receiving/replenishment experience.....

Position Title: Ikea – Replenishment Coworker, PT Only

Job Order # 11289645

Job Description: Perform sales space replenishment with flexibility and volume taken into consideration when merchandising; Transport goods utilizing goods flow equipment; report damages or other inventory...

Requirements: Ability to work with utility knives and related tools; ability to work with goods flow equipment; computer aptitude; previous high volume warehouse or receiving/replenishment experience.....

Position Title: Sterile Product Manufacturing Filling Tech

Job Order # 11236368

Job Description: Work using sterile and good cGMP techniques in a Clean Room environment in order to assemble components and operate filling machines. Follow aseptic/cGMP techniques. Operate component...

Requirements: High school diploma/equivalent plus 1 year Manufacturing/Packaging work experience or previous Pfizer experience or veterans/Military experience or an Associate's degree. To perform this job....

HOW TO APPLY: Log onto **jobs.mo.gov** and enter the Job Order Number in the 'search' box to learn more about these positions, as well as thousands of additional openings throughout Missouri, all at NO COST. If you meet the requirements for the job, apply by following the directions listed.

For further help, see any SLATE American Job Center representative.

SLATE is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Service at 711.

HOT JOBS

SAINT LOUIS



Version Date: 06/26/2015

Position Title: Communication Desk Project Manager, #1503732 **Job Order # 11238217**

Job Description: Responsible for managing, planning, monitoring and reporting on key projects from conception through implementation. Manages project details, data collection, reporting and communication to successfully

Requirements: Bachelor's degree in related field or equivalent work experience. Project Management certification or successful completion of a recognized project management curriculum; 2-5 years experience....

Position Title: Material Handler **Job Order # 11229040**

Job Description: Performs normal warehouse functions (receiving, handling, storing, issuing and delivering customer orders, operation forklifts and other material handling equipment and preparing finished

Requirements: Must have a B – Class CDL, ability to operate the company truck in delivery of products.

Position Title: Business & Tech Application Analyst II, Pediatrics **Job Order # 11221723**

Job Description: Ensure the success of the project by designing the foundations of the application. This includes defining both the organizational structure of the application and the physical structure of its deployment. Develops projects with wide range of size and complexity; defines database....

Requirements: At Certification or degree in computer programming from a technical school or college plus 2 years of relevant work experience required; additional relevant programming experience may be

Position Title: Laborer **Job Order # 11234870**

Job Description: St. Charles Co., St. Louis Co., Jefferson Co., Franklin Co., Under direct, but not constant supervision, working a rotating or day shift schedule, as required. Performs a variety of general...

Requirements: Must have a B – Class CDL, ability to operate the company truck in delivery of products.

HOW TO APPLY: Log onto **jobs.mo.gov** and enter the Job Order Number in the 'search' box to learn more about these positions, as well as thousands of additional openings throughout Missouri, all at NO COST. If you meet the requirements for the job, apply by following the directions listed.

For further help, see any SLATE American Job Center representative.

SLATE is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Service at 711.

HOT JOBS

SAINT LOUIS



Version Date: 06/26/2015

Position Title: Sterile Product Manu. Form. Tech, 3rd Shift

Job Order # 11236419

Job Description: Responsible for the formulation of drug products and equipment preparation used in the filling process as per cGMP's and SOP's. Prepare solutions used by other departments. Weigh, formulate and

Requirements: High school diploma/equivalent or Associate's Degree; six to twelve month related experience and/or training; documented course work in Chemistry is desirable. To perform this job successfully, an...

Position Title: Electrical Maintenance Mechanic

Job Order # 11213249

Job Description: Perform a variety of activities to maintain plant equipment and facilities in optimum operating Condition. Requires strong electrical and mechanical skills and aptitude, strong troubleshooting

Requirements: Ability to work well as part of a team. Preferred skill in pneumatics, electrical, PLC and hydraulics

Position Title: Dock Worker, Part Time

Job Order # 11237890

Job Description: The loading and unloading of trailers for the purpose of transporting a wide variety of cargo, moving cargo driving a forklift or using a pallet jack or other freight handling equipment, preparing wide....

Requirements: Have a stable work record; a good safety record; be able to pass pre-employment drug screen and post-offer company physical. Must be willing to work evenings, weekend and on as-needed basis

Position Title: Accounting Manager I

Job Order # 11239483

Job Description: This is a mid-level management position responsible for overseeing and supervising the accounting/financial function for a City division or small City department. Responsibilities can include

Requirements: A Bachelor's Degree in Accounting or a related business degree with a major in Accounting. Five years of progressively responsible accounting experience including at least two years in a management...

HOW TO APPLY: Log onto **jobs.mo.gov** and enter the Job Order Number in the 'search' box to learn more about these positions, as well as thousands of additional openings throughout Missouri, all at NO COST. If you meet the requirements for the job, apply by following the directions listed.

For further help, see any SLATE American Job Center representative.

HOT JOBS

SAINT LOUIS



Version Date: 06/26/2015

Position Title: Field Representatives

Job Order # 11237819

Job Description: U.S. Census Bureau is hiring Field Representatives to conduct household survey interviews all over the Greater St. Louis region. Long term assignment; strong need for bilingual/multilingual individuals

Requirements: MUST be a U.S. Citizen, over 18 years of age, have a working automobile with a valid driver's license. Six months or more of verifiable work history OR one or more years education past High School

Position Title: Community Development Specialist II

Job Order # 11290851

Job Description: This professional position in which the incumbent implements and monitors community development Housing programs for compliance with existing standards, regulations and laws, budget limits and

Requirements: A Bachelor's Degree in Business or Public administration, Urban Planning, Accounting, or a related field and at least two years of recent full-time paid experience in community or housing development

Position Title: Converting Supervisor

Job Order # 11229007

Job Description: This position reports to the Site Manager and has responsibility for the direction of production employees on 3rd shift. In addition to daily operational responsibilities, the successful candidate...

Requirements: Strong leadership, organizational and communication skills are required.

Position Title: Tow Truck Operator

Job Order # 11290858

Job Description: Towing and impoundment of vehicles in violation of traffic or other laws. Incumbent will respond to Police calls, accidents, arrests, stolen vehicles, and illegally parked cars. Position requires use of ...

Requirements: Some recent full-time paid experience in the operation of a tow truck. Must possess a valid driver's License; must obtain a valid MO Commercial Driver's License (Class A or B) as a condition of

HOW TO APPLY: Log onto **jobs.mo.gov** and enter the Job Order Number in the 'search' box to learn more about these positions, as well as thousands of additional openings throughout Missouri, all at NO COST. If you meet the requirements for the job, apply by following the directions listed.
For further help, see any SLATE American Job Center representative.

HOT JOBS

SAINT LOUIS



Version Date: 06/26/2015

Position Title: Emergency Medical Technician

Job Order # 11282733

Job Description: Serve as team members in providing emergency medical care to critically ill or injured patients while responding to a variety of medical and public safety situations. Duties include: assisting victim with...

Requirements: State of MO EMT-B License, American Heart Association Basic Life Support for Health Care Providers Or equivalent; MO driver's license. These must be submitted with the application or time of the....

Position Title: CAD Technician

Job Order # 11252621

Job Description: Developing and maintaining detailed design and construction drawings, plans, exhibits, graphs, and charts including architectural and engineering drawings and official assessment and taxation maps...

Requirements: At least 2 years of full-time paid experience as a drafter, including at least one year using a CAD program. Associate's degree in Drafting, Architectural Drawing or Civil Engineering Technology....

Position Title: Local Truck Driver/Home Nightly

Job Order # 11269269

Job Description: LOCAL truck drivers needed now! Have plenty of work. Mostly drop and hook routes. Can work 40+ hours; Fill out required forms, paperwork and complete DOT regulations daily and accurately.

Requirements: A Class CDL; Must pass Drug Testing and background check.

Position Title: Paramedic

Job Order # 11282731

Job Description: Provide advanced emergency medical care to critically ill or injured patients prior to or while being transported in a life support vehicle. Duties include: CPR, medications and intravenous lines.....

Requirements: State of MO EMT-P License; MO driver's license, current certification in Advance Cardiac Life Support.

HOW TO APPLY: Log onto **jobs.mo.gov** and enter the Job Order Number in the 'search' box to learn more about these positions, as well as thousands of additional openings throughout Missouri, all at NO COST. If you meet the requirements for the job, apply by following the directions listed.

For further help, see any SLATE American Job Center representative.

SLATE is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Service at 711.

HOT JOBS

SAINT LOUIS



Version Date: 06/26/2015

Position Title: SJL Summer Data Entry Assistant, PT

Job Order # 11282677

Job Description: Summer Job League will be responsible for filing, data entry, making copies and other light clerical duties as assigned.

Requirements: Knowledge of toolbox a plus but not necessary; Position is part time and is under grant.

Position Title: Financial Representative Assistant/Cust. Serv.

Job Order # 11267249

Job Description: Outgoing professional needed who will take initiative and support the growth of our financial/insurance book of business as well as manage the daily customer service needs of our clients and COI's.

Requirements: High School Diploma or equivalent, a willingness to learn the Insurance and Financial business

Position Title: Museum Programming & Membership Coord.

Job Order # 11253853

Job Description: Create & present programming opportunities at the Cardinals Museum & will also be responsible for developing, maintaining and fulfilling all amenities of a museum membership program in

Requirements: Bachelor's Degree in education, public relations, hospitality management or a related field. 3-5 years demonstrated experience in museum programming, education, training, hospitality or event planning...

Position Title: Receptionist, Seasonal

Job Order # 11253849

Job Description: This part-time position serves as additional receptionist support on game days to answer and direct incoming calls, to greet guests, to direct deliveries and provide support to staff as needed.

Requirements: High school diploma/equivalent; 2+ years customer service, administrative or receptionist experience. Excellent interpersonal skills; excellent multi-tasking skills, superior presentation skills over the phone.

HOW TO APPLY: Log onto **jobs.mo.gov** and enter the Job Order Number in the 'search' box to learn more about these positions, as well as thousands of additional openings throughout Missouri, all at NO COST. If you meet the requirements for the job, apply by following the directions listed.

For further help, see any SLATE American Job Center representative.

SLATE is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Service at 711.

HOT JOBS

SAINT LOUIS



Version Date: 06/26/2015

Position Title: Major Gifts Officer

Job Order # 11278961

Job Description: American Red Cross is seeking a Major Gifts Officer to work in our St. Louis chapter office. Will identify, engage, cultivate, solicit and steward current and prospective Foundation and Corporate...

Requirements: Minimum 5 years of major gifts leadership or sales experience. Significant expertise with the area's Community highly desirable. Progressive experience in successful development programs and....

Position Title: Employment & Training Specialist I

Job Order # 11282727

Job Description: Design, implement and operation of employment and training programs for the St. Louis Agency on Training and Employment (SLATE). Interviewing/screening candidates for eligibility for federally

Requirements: A Bachelor's Degree in Business administration, Human Resources Management, Organizational Development or a closely related field. One year recent full-time paid experience in counseling....

Position Title: Inspector, 3rd Shift

Job Order # 11236380

Job Description: Inspection of all syringes, cartridges, assemblies and components using manual or automated systems/procedures. Strict adherence to all batch record instructions, SOP's, cGMP's and all...

Requirements: High school diploma/equivalent plus 1 year relevant work experience or Veterans/Military experience preferred. Basic math and reading comprehension; minimal training/experience; unskilled work; detail

Position Title: Maintenance Team Leader, 3rd Shift

Job Order # 11236304

Job Description: Essential duties of this position include but are not limited to scheduling and monitoring the performance of Maintenance Mechanics and outside maintenance contractors. Oversee the repair...

Requirements: Knowledge of HVAC, electrical, electromechanical, pneumatic, electronics, building maintenance....

HOW TO APPLY: Log onto **jobs.mo.gov** and enter the Job Order Number in the 'search' box to learn more about these positions, as well as thousands of additional openings throughout Missouri, all at NO COST. If you meet the requirements for the job, apply by following the directions listed.
For further help, see any SLATE American Job Center representative.

SLATE is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Service at 711.

HOT JOBS

SAINT LOUIS



Version Date: 06/26/2015

Position Title: FT, Pickers/Packers/Receiving Associates

Job Order # 11267268

Job Description: Responsible for performing basic warehouse functions including picking, pack verifying and transferring materials to and from warehouse areas. Located in South County, forklift exp. A plus...

Requirements: Required to have the knowledge, skill and/or ability to perform duties satisfactorily. Basic computer skills are required to perform this job. Microsoft Windows; knowledge of bar codes and ability to...

Position Title: Fingerprint Technician

Job Order # 11282739

Job Description: Fingerprinting individuals and classifying, analyzing and comparing those records to State and Federal identification systems. Responsibilities will include searching and comparing fingerprints..

Requirements: High school diploma/GED with basic knowledge of computers; six months of related experience with fingerprint classification and identification is preferred. AFIS Certification by MO HWY Patrol..

HOW TO APPLY: Log onto **jobs.mo.gov** and enter the Job Order Number in the 'search' box to learn more about these positions, as well as thousands of additional openings throughout Missouri, all at NO COST. If you meet the requirements for the job, apply by following the directions listed.
For further help, see any SLATE American Job Center representative.